

LLI Council Minutes December 18, 2017

Council Members Present: Al Becker, Linda Bouchey, Eugene Burns, Tom Esposito, Carol Goss, Susan Hirsch, Oliver Johnson, Jill Lundquist, Chuck Mishaan, Martha Nickels, Cathy Reinis, Linda Stanley, Anne Sunners, William Tuel, Jan Wallen, Donna Warner

Council Members Absent: None

Also Present: Mary Deady, Margie Roberts

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:35 AM in room 214 of the Bertelsmann Campus Center. Tom restated LLI's policy for participation by visitors at Council meetings.

Minutes: Moved by Cathy Reinis, seconded by Ollie Johnson, the minutes of the November 20, 2017 meeting were approved with one correction. Passed unanimously.

President's Report: Tom Esposito reported that LLI is busy every month. Upcoming events include January Intersession, Spring Registration, Nomination and Election Process, preparation for transition to new Bylaws, and institution of changes in Application and Registration processes.

1st Vice President's Report: Donna Warner reported that the Annual All Member Survey is ready and will be emailed to all members on January 2. The survey has been reviewed and approved by PE and Communications. Additionally, Chuck Mishann provided technical review of the survey.

PE Report: At PE meeting on 12/11 the committee reviewed and made final changes to the Annual All Member Survey draft. Edits from Communications were included. Also the January to September calendar distributed to Council last month was edited and additions were made. A modification to the priority proposal was developed and will be presented to Council today. Lastly, PE continues to discuss the transition to the new governance/Council model and alternatives to fill both elected and appointed positions. Today, PE is asking the Council to approve the Calendar and the modified priority definition.

2nd Vice President's Report: Jill Lundquist reported that she has been working with PE to plan the transition to the new committee structure as detailed in the revised bylaws adopted by the LLI membership last spring and presented at the September annual meeting. As required changes are made, an ad hoc Operations Manual Committee will be appointed to work with Jill to update the Operations Manual. This work will be done over Intersession and spring term and be finalized

before new officers and committee chairs begin their terms on July 1. Jill also serves as the liaison from PE to Communications, chaired by Cathy Reinis.

Revision to priority definition: After much discussion, the following amendment was developed. "Council members, committee chairs, committee members, and member presenters are each given priority for one first-choice class per term. The member presenter's priority is given for the two terms following the term in which they teach."

Motion: Moved by Jill and seconded by Cathy Reinis. Approved by majority vote of Council.

Discussion: Cathy Reinis requests that **all committee chairs review** the list of their people that are entitled to priority and submit any changes as soon as possible. The list can be found in the December newsletter.

Correspondence: Linda Bouchey reported that copies of the Bardian magazine were received. They were passed around for Council to look at during the meeting. Linda read the thank you letter from Karen Unger (Assistant VP Office for Institutional Support) for LLI's donation to Bard in support of the Tower Composition Scholarship was received.

Treasurer's Report: Susan Hirsch reported that we are under budget. \$5000 was budgeted for Smart Room upgrades, starting with the Red Room. Bard staff associated with these expenditures did not have suggestions beyond the \$2000 that LLI gave to be used for the projector in the Red Room. Finance Committee will meet after the holidays to consider other donations to recommend. Susan suggested that perhaps, we want to let it go for now since we are \$2000+ under budget for membership fees. In the past \$3500 was paid out in November to CCE. This was budgeted under "scholarships". This year we also budgeted a separate donation of \$2000 to CCE. Susan did not pay out either yet, because she was unsure what CCE would prefer in terms of timing. Again, Finance can look into this right after the holidays. All "catered" events have come in under budget. Belt tightening has occurred all around with all events being successful.

Discussion: Tom asked Jill Lundquist to speak with Jonathan Becker to learn when the monies to CCE (\$3500 and \$2000) should be donated. Also Jill was asked find out from Jonathan what the monies are to be used for.

Motion: The budget was accepted by Council.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalogue: Bill Tuel reported that the Spring Catalog is complete and has been sent to Bard Central Services for printing. The run will be 125 copies. The course

description and bio information has been sent to Registration for imbedding in the on-line registration. The tentative schedule for the SummerFest catalog is: Proposals due 3/30/2018; Catalog completed 5/4/2018. The format is expected to be similar to the 2017 Intersession Catalog and will not be printed by Bard. Bill asked do we want to send hard copy to the Bard Staff mailing list? Council's response was no. The tentative schedule for the Fall 2018 catalog is: Proposals due 3/30/2018; Catalog completed mid-June 2018 for posting early in July.

Class Support: Carol Goss reported that a recruitment letter was sent out to those members who had previously served as class managers to see if they would be willing to serve for the Spring 2018 semester. Those expressing an interest were sent the preliminary catalog asking that their requests for a specific class be sent back by December 11. 39 responses have been received. 55 class managers are needed for the Spring semester. On January 4 there will be a meeting to place managers. Those placements will be sent to Chuck Mishaan before priority registration begins on January 11. Maddy Watterson, Diana Ziegenfelder and Carol will be meeting with Chuck to go over what is needed by Class Support, including format and when needed.

Communications: Cathy Reinis reported the committee now has members with diverse talents, including dealing with photos for publications. They are working with Tech to develop a photo library and to add to the information on our website. The January newsletter is planned to include articles about evaluations, changes following the bylaws revisions, and the Council Notes feature. Committee heads are asked to think about how Communications can help support their work with timely messages. Examples: talking about Curriculum before their November meeting; talking about class managers before Class Support recruits them.

Curriculum: Anne Sunners reported that Curriculum has been working on SummerFest and Fall courses. SummerFest classes will be held in Olin. Bill Tuel has worked on tabulations and distributed to Council a document titled Data Fall 2017 Evaluations. This will also be emailed to Council members.

New Programs Committee Report: Programs has decided that the Wine Reception event to recognize presenters will no longer be held. This event was expensive and not well attended by the presenters. A thank you letter signed by LLI President and Bard Liaison to Council will be sent to presenters. The annual meeting (open to all members) will be held Friday, May 18 in Olin Hall Auditorium. Food provided 9-10, 10-11 business meeting and at 11 an entertainment program which Gene Burns is working on. To encourage attendance the committee plans to offer members raffle incentives – such as one year membership and dining hall meal tickets. Volunteers will be recognized at the annual meeting.

Hospitality: Martha Nickels reported that the Down the Road Cafe will be open and available to LLI from 8:00 AM to 2:30 PM during Intersession.

Member Services: Linda Stanley reported that Member Services has been quiet. She continues to meet with VLD and is working on information for new members for next year.

Registration Committee: Tom Esposito reported that meetings are planned for the upcoming Spring registration.

Special Events: Gene Burns reported that for Intersession Jill Lundquist and Doug Baz are helping to arrange for Prof. Justus Rosenberg to present on January 31st at 1:30 PM. (They do have a back-up speaker available should the need arise.) Gene noted that in her report Anne Sunners summed up the plans for the Annual Business Meeting that he has been organizing. Gene expressed his thanks to Mary Deady and Irene Esposito for scheduling the locales for the meeting at Olin Hall. The Fall (September) Luncheon will most probably be in the MPR. If we follow last year's precedent, this event will be open to the public, and there will be a fee charged. Some possible speakers suggested thus far are Red Hook Town Judge Jonah Trebwasser and former Court of Appeals Judge and Dutchess County District Attorney Albert Rosenblatt. Gene asked Council to please feel free to suggest anyone else that one thinks would provide an interesting presentation.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that AV-Tech is currently working with the Photo/Video subcommittee on recording selected Spring 2018 presenters, with the hope of placing short introductory videos on the Bard LLI website. They are working with communications on website structure and planning, with VLD on New Member survey, on LLI member survey, and preparing the online Spring catalog and registration. They are liaising with Al Becker and Bard College to institute a PayPal payment system for Fall registration, and with Class Support to assure that registration data and class rosters are available to the right people at the right time, in the right format.

Elections: Ollie Johnson reported that Al Becker has joined Elections. The meeting to prepare the Call for Nominations will be held the first week of January. Call for Nominations will be the last 2 weeks in January, beginning and ending on Wednesday to coincide with Intersession dates. Balloting will be in March with results known the end of March. Results will go to Council in April and be presented at the annual meeting in May.

Volunteer and Leadership Development: Mary Deady reported that at their meeting on 12/12 they reviewed comments received from the Mentor Survey sent in November. The VLD Team edited and approved the New Member Survey that will be emailed to New Members on 12/18 or 19. This information will be used to adjust the Mentor Program and Orientation in 2018. Their next meeting is 1/9 at 1:00 pm in Room 214, Campus Center.

Calendar: Jan Wallen reported that there are two ways on the website to view the calendar: Upcoming Events and on the 30 day Interactive Calendar. The calendar is updated regularly by Jan.

Old Business

Policy Review: Linda Bouchey read: ORG 12/12 Former LLI members are not given priority for membership when reapplying for membership. Linda also read: ORG 04/17 The LLI Council meets on the third Monday of each month, unless that is a national holiday; in that case, the Council meets on the following day.

Motion: Both policies were approved.

Discussion: Chuck Mishaan brought up a valid point that with an aging population sometimes a member would need to take a semester/year off from LLI. Chuck suggested that an associate membership or place holding membership might be a possible solution. This problem was referred to PE for review and then will be sent to Finance for their input.

Motion: by Cathy Reinis, seconded by Ollie Johnson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:25 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Tuesday, January 16, 2018, 9:30 AM, Campus Center Room 214